

Job Description: Categorical Services Coordinator
Approved, Bargaining Unit President: Reclassification Committee 4/10
Approved, MPC Associate Dean, Human Resources: 4/2010
Board Approved: 7-30-2010

MONTEREY PENINSULA COLLEGE

CATEGORICAL SERVICES COORDINATOR

JOB SUMMARY

Under general supervision, plan, coordinate and participate in a variety of complex and responsible administrative activities related to the assigned special program. Receive limited supervision from the supervisor within a broad framework of standard policies and procedure. Coordinate program office activities; assist in program activities, research, reports and budgets; maintain confidentiality regarding all matters and records.

Interpret and exercise good judgment in the application and follow through of departmental decisions and college policies; provide information on college policies, procedures, standards and requirements; establish and maintain good public relations with staff, students, and the community at large.

EXAMPLES OF FUNCTIONS

Essential Functions

Process administrative details not requiring the immediate attention of the supervisor; perform a variety of paraprofessional and administrative duties in support of the assigned program.

Meet with action committees to facilitate grant and program development needs.

Assist in the planning, development, implementation, coordination and evaluation of assigned program services and procedures.

Serve as a source of information regarding the policies and procedures of assigned program; provide information where judgment, knowledge and interpretation are necessary; refer inquires to appropriate sources.

Coordinate student recruitment and assist with registration of participants within assigned program; check on progress of enrolled students; collect and monitor compliance and outcome data on assigned program's participants.

Create assigned program binders as needed; maintain student files and enter student data into the database; enroll students in classes via webreg or telephone registration.

Maintain ongoing working relationships with county administrators and managers as needed with assigned program.

Monitor a variety of data for completion and conformance with established program compliance procedures.

Develop and prepare a variety of documents, forms and procedures for the assigned program's office, which may also include, but is not limited to: statistical reports, brochures, pamphlets and flyer, newsletter, agendas, manuals, event programs, invitation flyers, yearbooks, program brochures, and posters.

Serve as liaison with college administration, academic personnel and students as well as community agencies, organization, professionals, vendors and other colleges to maintain up-to-date resource data.

Coordinate preparation of workshops and meetings, including travel arrangements for staff members and students in assigned programs.

Attend and assist at programs, sponsored workshops, seminars and other events as assigned.

Participate in budget development and justification; monitor budget expenditures; monitor and maintain spreadsheet and database for budgets and assigned programs; inventory and requisition necessary supplies commonly used within the office/instruction using District procedures.

Develop a wide variety of community contacts for resources for referrals; give general consultation and assist individual students in utilizing the many and varied services available.

Assist students in resolving paper work or system problems; expedite resolution of problems requiring utilization of off-campus resources.

Maintain control files on matters in progress and expedite their completion; coordinate and monitor special projects, assignments and activities; check reports, records, and other materials for accuracy, completeness and conformity with established standards of federal, state, and institutional guidelines.

Assist with the preparation of special program projects which may include but is not limited to: annual grant applications, budgets and annual reports and periodic reports and evaluations.

Consult with other program related organizations, advisory committees, and social service agencies on matters of program quality and enhancement.

Research and compile information and prepare periodic reports and evaluations in assigned program.

Other Duties:

Attend meetings and serve on college, local and state committees and organizations, as required.

Assist in the hiring process, train and direct the work of part-time temporary and student employees, as required.

Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience, and training which would indicate possession of the required knowledge, skills, and abilities listed herein. For example, two years of course work in public or business administration or a related field, and two years of administrative support experience.

Knowledge

Knowledge of: public and human relations techniques; research methods; report writing; presentation skills; current office procedures and practices including filing systems; a variety of word processing, spreadsheet and/or database programs as needed to fulfill the requirements of the job.

Abilities

Ability to: understand and independently carry out oral and written instructions; prioritize tasks and manage several tasks simultaneously; accurately and efficiently use a variety of word processing, spreadsheet and/or database programs to create/produce letters, reports, spreadsheets and other documents as needed to fulfill the

requirements of the job; learn and successfully use new software programs as required to fulfill the duties of the job; use appropriate and correct English spelling, grammar, and punctuation; perform arithmetical calculations with speed and accuracy; learn and successfully apply current office policies and procedures; analyze situations and make decisions on procedural matters without immediate supervision; communicate effectively in both oral and written form; efficiently use a variety of office equipment as needed to fulfill the needs of the job; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Light to moderate physical effort; occasional standing or walking; periodic handling of parcels, supplies or equipment up to 15 pounds. Indoor work environment.